

Special Procedures for Schools with a Large Sample of Students

A. Overview

As previously mentioned, in most schools, approximately 30 to 32 students have been selected for each session. In some schools, however, to represent the fourth- and eighth-grade student population of the state adequately, the sample of students must be much larger (i.e., 60 or more students per subject). This happens most frequently in states with fewer than 100 schools with the fourth- and eighth-grade. In addition, a few large schools in other states will have a sample of students substantially larger than 30 per subject.

In those schools with a larger sample, students must still be assessed in sessions of 30 to 32 students and the procedures described in this manual apply to each of these sessions with the modifications noted in this chapter.

Sessions may be held simultaneously or consecutively.

B. Preparing for the Assessment (Chapter 2)



Attend an In-Person Training

Every session in the school must be administered by an assessment administrator who has attended the in-person training. Therefore, there must be enough trained assessment administrators to accommodate the schedule of sessions in the school. If any sessions are scheduled to run concurrently, a sufficient number of assessment administrators must be trained.



Obtain the Assessment Schedule from the State Coordinator

The time of each assessment session must be established with the state coordinator. It can only be changed after consultation with the state coordinator or a NAEP representative.



Arrange for Assistance on the Day of the Assessment (Optional)

The same recommendation applies to each session.



Make Arrangements for the Assessment Sessions

School staff should be notified about the assessment and appropriate space should be reserved.



Receive the Administration Schedules from the State Coordinator

One Administration Schedule for each session will be sent to the school. Administration Schedules will be numbered according to the number of sessions required in the school.



Receive Materials from NAEP and Secure the Assessment Booklets

Three boxes will be sent to a school for each set of assessments (a set is one mathematics and one science session). For each additional set of assessments to be conducted in your school, you will receive three additional boxes.



Verify Materials Received and Request Additional Materials, if Necessary

Follow the procedures described to verify and request any additional materials.



Select a Sample of Newly Enrolled Students

One List of Newly Enrolled Students is required for the school. If newly enrolled students are sampled for the assessment, they may be added to any one of the Administration Schedules for the subject for which they were selected and asked to attend that particular session. However, you should not add more than three students to any session, to ensure that there will be an adequate number of booklets in every session.



Review and Update the Administration Schedule and Identify Students Who Cannot Be Assessed

Review and update each Administration Schedule according to the described procedures.



Distribute Assessment Questionnaires to Appropriate School Staff and Collect Them Before the Day of the Assessment

Prepare a Roster of Questionnaires for the school. If you need more space to list additional Teacher or SD/LEP Questionnaires, you can call NCS at 1-888-627-6237 to request an additional roster. The procedure for requesting materials from NAEP is described on page 16.

To facilitate the distribution of questionnaires, prepare and then distribute all questionnaires for a given teacher or other school staff member. A staff member may have several SD/LEP Questionnaires to complete.



Prepare for Booklet Distribution

Follow the procedures described to prepare booklets for distribution.



Notify Teachers and Students of the Assessment and Ensure that Students Attend the Appropriate Session

The same procedures apply for each session.

C. Students with Disabilities and Students with Limited English Proficiency (Chapter 3)

Follow the criteria and procedures to determine if an SD or LEP student can be assessed.

D. Conducting the Assessment (Chapter 4)

It is critical that each session be administered according to the procedures.

E. Concluding the Assessment (Chapter 5)



Record the Results of the Session on the Administration Schedule

Complete the Administration Schedule for each session according to the procedures.



Code the Booklet Covers

The assessment administrator for each session should review and complete the booklet cover coding according to the procedures.



Prepare Assessment Materials for Shipping

All procedures apply.



Pack and Ship Assessment Materials

Assessment booklets and Administration Schedules should be prepared for shipping according to the procedures.

Label the boxes 1 of __, 2 of __, etc., corresponding to the number of boxes that you are returning.



Schedule and Conduct a Makeup Session, if Necessary

Determine whether a makeup session is necessary for each session. That is, if four or more students are absent from a session, a makeup session is required.

If a makeup session is required for more than one of the original sessions in a particular subject, the makeup sessions can be combined. The assessment administrator who conducts the makeup session will set aside the materials required, including the preassigned booklets, the appropriate Administration Schedules, and all assessment materials. If the makeup session is held during the same school week as the original sessions, ALL materials will be held and shipped together. After the makeup session, materials from the original session and the makeup session must be combined for shipping.

If the makeup session is held during the next school week, only the materials needed for the makeup should be held and all other materials must be shipped to NAEP. All makeup materials should then be shipped together.



Ship Materials Used in Accommodation Session Held After Original Session

Follow the same procedures for shipping materials if an accommodation session is conducted after the regular session.



Retain the School's Copies of the Administration Schedules and the Roster of Questionnaires

The same procedure applies.



Be Prepared to Discuss the Sessions with the NAEP Staff Representative

The NAEP representative will discuss the assessment with the assessment administrator(s) as described.